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11/17/2006 01:09 PM

To Brion Cook/DC/USEPA/US@EPA, Todd  
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cc

Subject Update on Library Move



Just got off the phone with Susan Westenberger here's where we are:

- She has assured us that she and her staff will complete the move by Tuesday, Nov 21 COB with minimal overtime. Randy will also need to participate in the packing process.
- She will attend the meeting on Monday at 8am.
- We need three things from John Dady's group:
  - 1) Recycling bins to dispose of journals-- as many as possible, and
  - 2) staff on hand to move the unique collection to the IMD conference room in 6122 ICC East and the Warehouse
  - 3) Assistance with getting tables/chairs removed from 6122 if necessary.

Here are some other items of interest to IMD regarding the collection:

**Journals**-- the culling of the journal collection is complete. The EPA repository already has what it wants.  
**Action** : Discard remaining journals.

**Princeton files and bookends** ( are used to hold the books in place on the shelves) should be retained and offered to the EPA repository (Susan noted that they are expensive). **Action: Move to conference room or warehouse**

**Documents** (EPA and other governmental conference reports)- should be moved to other repositories, but we don't have time so they should be boxed up and placed somewhere that the library staff can have access to later. **Action: Library staff will pull what they can to be sent to the conference room. If space is an issue in the conference room then we'll have to warehouse them.**

**Reference**- Some of these items are unique and Susan wants to search all holdings to see if others own them. **Action: Move them to the conference room. Non-unique items will be discarded.**

**Books** (textbooks, encyclopedia, non EPA books)- some unique. **Action: Move unique collection to the conference room. Others get warehoused or discarded.**

Susan is confident that the "pulling" of unique documents can take place concurrently with the other items explained above. It will be good to get all of this coordinated on Monday morning. I forgot to ask her to define "minimal" overtime, so I'll get back to you on that.

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